

Probationary or Trial Period Report

U.S. Department of Housing and Urban Development

Important: This form is due back to the Personnel Office no later than:			1. Type of period employee is serving <input type="checkbox"/> Probationary <input type="checkbox"/> Trial	
2. Name		3. Employee ID		4. Pay Plan, Occup. Series, and Grade
5. Official Title of Position			6. Period of Service Covered by Report from _____ to _____	
7. Agency Code	8. Organizational Structure Code		9. Official Duty Station	
10. Tenure Group		11. Type of Appointment		
12. I certify that the Employee's performance and conduct are (check ("") one) <input type="checkbox"/> a. Satisfactory <input type="checkbox"/> b. Unsatisfactory				
13. Signature of Supervisor			14. Title	15. Date

Sensitive Information: The information collected on this form is considered sensitive and is protected under the Privacy Act of 1974. This form must be maintained with appropriate administrative and physical safeguards to ensure its security and confidentiality. In addition, it should be protected against any threats to its security or integrity which could result in harm, embarrassment, or inconvenience to any individual about whom the information is maintained.

1. The probationary or trial period is a highly significant step in the examining process. Actual performance on the job during this period provides the final, indispensable test of eligibility for Federal employment. The supervisor of each employee serving a 1-year probationary or trial period must, no later than the end of the 10th month of such period, certify that the employee's performance and conduct have been found satisfactory or that they have been found unsatisfactory.
2. This is a very important recommendation both to the employee and the Government. The interests of both are to be weighed carefully. Most employees will be found satisfactory. However, if the employee has been unsatisfactory in performance and/or conduct, you should carefully consider whether permanent or competitive status should be granted.
3. The above-named employee will complete 10 months of service on the date indicated in Block 6. Please furnish the required certification in Blocks 12 thru 15, on or before the date in Block 6, and return the form to the Personnel Office. If an employee's conduct and/or performance is unsatisfactory, please contact the Employee Relations Branch or your servicing personnel office.